

**COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH
SUBSTANCE ABUSE PREVENTION AND CONTROL (“SAPC”)**

**REQUEST FOR PROPOSALS (“RFP”)
FOR
CALIFORNIA WORK OPPORTUNITIES AND RESPONSIBILITY TO KIDS
(“CalWORKs”) SUBSTANCE ABUSE TREATMENT PROGRAM
RFP # SAPC-2010-01**

RELEASE DATE: 09/07/2010

PROPOSAL DUE DATE: 11/08/2010, 3:00 PM



**1000 South Fremont Avenue, Building A-9 East, Third Floor
Alhambra, California 91803
Telephone Number (626) 299-4513, Facsimile (“Fax”) Number (626) 299-7226
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TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
I. BACKGROUND.....	1
II. OBJECTIVE	2
III. RFP TIMETABLE.....	3
IV. MINIMUM MANDATORY REQUIREMENTS TO PARTICIPATE.....	3
V. SPECIAL NOTICES.....	5
A. RFP Copies Available on County's Online DPH Web Site and County's Web Site and by direct pickup.	5
B. Advance Submission of RFP Questions in Writing	6
C. Proposers' Conference.....	7
D. Submission of a Mandatory Intent to Apply Form.....	8
E. Proposing Entity Limitations	8
F. Consortium	8
VI. SCOPE OF OPERATIONS.....	9
A. Treatment Service Types.....	9
B. Service Areas and DPSS Field Offices.....	11
C. Contract Term.....	11
D. Days of Operation	11
E. Funding	11
F. Method of Payment	12
G. Provider Meetings	12
VII. PROPOSAL PREPARATION AND SUBMISSION.....	13
A. General Format Requirements	13
B. Content and Sequence.....	14
1. Cover Letter.....	14
2. Proposal Face Sheet.....	14
3. Table of Contents	15
4. Minimum Mandatory Requirements to Participate	15
5. Proposer's Capabilities	15
6. Form of Business Organization and Financial Information	22
7. Pending Litigation and Judgments	23
8. Statement of Work	24
9. Facility Business Licenses and Certifications	24
10. Required Forms	24

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
11. Acceptance of Terms and Conditions	25
12. Contract References.....	25
13. Additional Information	25
14. Identification of Person Writing Proposal.....	25
C. Submission of Proposals	25
VIII. PROPOSAL CONDITIONS.....	27
A. County Rights and Responsibilities.....	27
B. Contact with County Personnel	27
C. Notification to County of Pending Acquisitions/Mergers by Proposing Company	27
D. Final Contract Award by County Board of Supervisors	27
E. Mandatory Requirement to Register on County's WebVen.....	28
F. Firm Offer	28
G. County Option to Reject Proposals	28
H. Protest Policy Review Process.....	28
I. Inquiries, Investigations, Background Checks	28
J. Acceptance of Terms and Conditions	29
K. Truth and Accuracy of Representations	29
L. Notice to Proposers Regarding the Public Records Act.....	29
M. Indemnification and Insurance.....	30
N. Gratuities	30
O. Notice to Proposers Regarding the County Lobbyist Ordinance.....	30
P. Federal Earned Income Credit	31
Q. Proposer's Willingness to Consider County Employees for Employment	31
R. Consideration of Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs' Participants for Employment.....	31
S. County's Quality Assurance Plan	31
T. Proposer's Adherence to County's Child Support Compliance Program.....	31
U. Proposer's Exclusion from Participation in a Federally Funded Health Care Program.....	32
V. Determination of Proposer Responsibility	32
W. Proposer Debarment.....	33
X. Safely Surrendered Baby Law	34
Y. SPARTA Program.....	34
Z. Injury and Illness Prevention Program (IIPP).....	34
AA. Recycled Paper	34
BB. County Policy on Doing Business with Small Business	34
CC. Jury Service Program.....	35
DD. Local Small Business Enterprise Preference Program	36
EE. Local Small Business Enterprise (SBE) Prompt Payment Program.....	37

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
FF. Notification to County of Pending Acquisitions/Mergers By Proposing Company.....	37
GG. Transitional Job Opportunities Preference Program.....	37
HH. Defaulted Property Tax Reduction Program.....	38
II. Proposer’s Charitable Contributions Compliance.....	38
 IX. EVALUATION AND SELECTION	 39
A. The Process.....	39
1. Pass/Fail Qualifying Review	39
2. Programmatic Evaluation	40
3. Financial Status Review.....	40
B. Final Score.....	40
C. Contract Negotiations	41
D. Solicitation Requirements Review	41
E. Disqualification Review.....	42
F. Proposed Contractor Selection Review	42
G. County Review Panel Process	43

RFP EXHIBITS AND ATTACHMENTS

EXHIBITS

Exhibit I	Sample Agreement
Exhibit IA	Additional Provisions
Exhibit IB	Outpatient Treatment Services
Exhibit IC	Residential Treatment Services
Exhibit ID	Day Care Habilitative Services
Exhibit IE	Residential Medical Detoxification Services
Exhibit II	California Work Opportunities and Responsibility to Kids Policy and Procedures
Exhibit III	Principles of Effective Treatment (Best Practices)
Exhibit IV	Instructions for Preparing Project Work Plan
Exhibit V	Instructions for Preparing Budget and Narrative Form
Exhibit VI	Jury Service Ordinance
Exhibit VII	Defaulted Property Tax Reduction Program
Exhibit VIII	Background and Resources: California Charities Regulation
Exhibit IX	IRS Notice 1015
Exhibit X	Safely Surrendered Baby Law
Exhibit XI	County of Los Angeles Policy on Doing Business with Small Business

TABLE OF CONTENTS

Section

ATTACHMENTS

Attachment 1	Mandatory Intent to Apply Form
Attachment 2	Proposal Face Sheet
Attachment 3	Minimum Mandatory Requirements to Participate Form
Attachment 4	Transmittal Form to Request A RFP Solicitation Requirements Review
Attachment 5	Project Work Plan
Attachment 6	Proposed Summary Budget
Attachment 7	Summary of Licenses and Certifications
Attachment 8	Other Required Forms
	8A: Proposer's Organization Questionnaire/Affidavit
	8B: Prospective Contractor List of References
	8C: Prospective Contractor List of Contracts
	8D: Prospective Contractor List of Terminated Contracts
	8E: Certification of No Conflict of Interest
	8F: Familiarity with the County Lobbyist Ordinance Certificate
	8G: Request for Local SBE Preference Program Consideration and CBE Firm/ Organization Information Form
	8H: Proposer's EEO Certification
	8I: Attestation of Willingness to Consider GAIN/GROW Participants
	8J: Contractor Employee Jury Service Program Certification Form and Application for Exception
	8K: Pricing Sheet
	8L: Certification of Independent Price Determination and Acknowledgement of RFP Restrictions
	8M: Charitable Contributions Certification
	8N: Transitional Job Opportunities Preference Application
	8O: Certification of Compliance with the County's Defaulted Property Tax Reduction Program
	8P: Federally Funded Health Care Program Affidavit
	8Q: Acceptance of Terms and Conditions Affirmation
	8R: HIPAA Certification Form
Attachment 9	Identification of Person Writing Proposal
Attachment 10	Required RFP Documentation Checklist
Attachment 11	Listing of Contractors Debarred in Los Angeles County (Reference Only)

I. BACKGROUND

The California Work Opportunities and Responsibility to Kids (“CalWORKs”) Substance Abuse Treatment program is designed to provide CalWORKs Welfare-to-Work (“WtW”) program participants with an array of day care habilitative treatment, outpatient counseling, residential medical detoxification, and residential treatment services, as well as, all pertinent aftercare recovery support services, required to promote long-term sobriety as needed by such CalWORKs WtW program participants in overcoming barriers to employment and financial self-sufficiency.

The County of Los Angeles (“County”) Department of Public Health (“DPH”) Substance Abuse Prevention and Control (“SAPC”) currently contracts with forty-seven (47) community based organizations (“CBOs”) that individually provide one or more of these day care habilitative, outpatient counsel, residential medical detoxification, and residential treatment services (collectively referred to as alcohol and drug treatment and recovery services) from over sixty (60) locations throughout the County. Estimated Fiscal Year (“FY”) 2009-10 cost in providing these services to approximately 500 CalWORKs WtW program participants per month, as referred to DPH SAPC by the Department of Public Social Services (“DPSS”), is \$6.74 million, which is entirely offset by CalWORKs Specialized Supportive Services dollars allocated by the State for substance abuse treatment. Under this program, any CalWORKs recipient and/or participant enrolled in DPSS’ Greater Avenues for Independence (“GAIN”) WtW program are first screened by the GAIN Services Worker and referred to the Community Assessment Service Centers (CASC) when a substance abuse barrier is identified. CASC is responsible for placing participants in a treatment recovery program where needed, based upon the results of the clinical assessment. Participants identified as having a barrier or possible barrier, are offered the opportunity to participate in one (1) or a combination of four (4) specialized programs designed to enable participants to overcome barriers needed to become employable and eventually, financially self-sufficient.

Currently, eligible CalWORKs WtW program participants may receive from providers, program services that include, but are not limited to, the provision of a maximum of fourteen (14) calendar days of medical detoxification services and up to one (1) year of treatment services. Treatment services include a step-up/step-down continuum of services which allows participants to either step-up or down to more or less intensive services, as appropriate. Services also currently provided include day care habilitative, outpatient, and residential services. The provision of services, or treatment duration is approved by DPH on a case by case basis, although under California Welfare Institution Code (“WIC”) 11325.8(d) a recipient’s participation in a substance abuse program is limited to no longer than six (6) months if recipient is not concurrently participating in a work activity, as determined by County and recipient in consultation with the service provider. In addition, current participants are also eligible to receive ninety (90) to one hundred eighty (180) calendar days of aftercare recovery support services. Aftercare recovery support is the last stage of treatment, when the client no longer requires the intensive services offered during primary treatment. Aftercare recovery support can occur in a variety of settings, such as periodic outpatient meetings, relapse/recovery groups, self-help groups and halfway houses. Services may include relapse prevention, alumni activities, and mentorship programs.

The delivery of current services and individual participant progress is further monitored through ongoing case management services as provided by DPSS and by treatment providers. Outcomes will be measured at discharge using the Los Angeles County Evaluation System (“LACES”) which measures change in alcohol and drug use over time and other factors.

Current monitoring has revealed however that when alcohol and drug treatment services are provided to CalWORKs WtW program participants through individual contracts, information may not be transferred to another contractor if the participant transfers or steps-up or steps-down in services, or since services may not be tracked, services may be provided more than once to the same participant, etc. To ensure that these types of errors do not happen, County will seek to enter into multiple contracts that provide a continuum of services (or all four alcohol and drug treatment services) under one individual contract under which an agency, or lead agency (of a consortium) will track a participant throughout his/her continuum of care.

II. OBJECTIVE

DPH is issuing this competitive selection document (i.e., Request for Proposals [“RFP”]) in order to solicit proposals from CBO providers. From the received proposals, DPH will select approximately twenty-five (25) of the most qualified, feasible, and cost effective proposers to provide day care habilitative, outpatient counseling, residential medical detoxification, and residential treatment services to eligible CalWORKs WtW program participants. DPH will then recommend to the County’s Board of Supervisors (“Board”) the awarding of a three (3) year agreement (i.e., contract) between proposer(s) and County for the approximate term of July 1, 2011 through June 30, 2014, at a total estimated program cost of \$6.74 million per year. The cost will be entirely offset by CalWORKs funding, which will be divided among the County’s eight (8) Special Planning Areas (“SPA”) in order to equally serve CalWORKs WtW program participants located throughout the County.

Note that, unlike the current contract program where providers provide only one or two of the four above described alcohol and drug treatment services separately under individual contracts, proposers under this RFP must submit a proposal that shows the proposer can provide all four (4) services under one (1) contract. Proposer can submit a proposal either as: 1) a single sole proprietorship or corporation proposing that the proprietorship or corporation will provide all four (4) alcohol and drug treatment services under one (1) contract; or 2) a lead agency with consortium member agencies, subcontractors, or partners all hereafter “consortium” or “consortium members” proposing that each member will provide one (1) or more of the four (4) services required under one (1) contract. As a lead agency with consortium members, the lead agency will be responsible for coordinating the response of its consortium members under one proposal. Such coordination shall also include but not be limited to, verification that all consortium members will report to the lead agency and the lead agency will be responsible for managing the proposal and all services provided under any resultant contract for the term of the agreement. The consortium members’ agreement to allow the lead agency to administer the proposal and any resultant contract shall be manifested through a signed subcontract with each consortium member, which shall be part of the lead agency’s proposal.

DPH has developed this RFP in conjunction with DPSS.

III. RFP TIMETABLE

September 7, 2010	8:30 a.m. – 5:00 p.m.	Pick up RFP (or download from County's DPH SAPC- website)
September 21, 2010	12:00 Noon	Deadline for submitting pre-conference written questions on RFP
October 5, 2010	10:00 a.m. – 12:00 Noon	Proposers' Conference
October 12, 2010	4:30 p.m.	Deadline for submitting Mandatory Intent to Apply form
November 8, 2010	3:00 p.m.	Deadline for submitting Proposal

All times as listed above and throughout this RFP are for Pacific Standard Time Zone.

NOTE: All timeline dates and times are approximate, and may be changed at any time by written addenda to this RFP. Interested proposers may confirm the dates and time for the RFP release by visiting the DPH SAPC web site at: <http://publichealth.lacounty.gov/sapc/> and may download from the site, an electronic copy of this RFP and any subsequent addenda and question and answer handout. Proposers may also contact the person listed under Section VIII, PROPOSAL CONDITIONS, Paragraph B, Contact with County Personnel.

IV. MINIMUM MANDATORY REQUIREMENTS TO PARTICIPATE

Interested and qualified Proposers must demonstrate their ability to meet each of the Minimum Mandatory Requirements to Participate enumerated below, in order for their proposal to be evaluated, as outlined in **Section IX. EVALUATION AND SELECTION**. Proposers are required to submit, as part of their proposal, a completed **Minimum Mandatory Requirements to Participate Form, Attachment 3**. Note that, if the proposal being submitted is part of a response from a consortium, it will be the responsibility of the lead agency to ensure that its proposal clearly shows (e.g., by listing the lead agency and each consortium member separately) that the consortium members each meet the below listed minimum mandatory requirements separately and on their own.

1. Proposers (e.g., single sole proprietorship or company) and all consortium members must be tax-exempt, public or incorporated private non-profit organizations (registered within the State of California) or agencies of a municipal government. Other government agencies, local educational agencies, institutions of higher education, and for-profit organizations are not eligible to apply.
2. Proposers and all consortium members must be prepared to provide or coordinate day care habilitative treatment services, outpatient counseling services, residential medical detoxification, and residential treatment services either directly or as part of a consortium. All agreement by consortium members to have their proposal and any resultant contract administered by a lead agency must be substantiated by the inclusion of copies of formal agreements/subcontracts, etc. signed by executive staff with authority to bind the agency into formal contracts. These subcontracts must outline clear roles and responsibilities for all the agencies in the consortium.

3. Proposers must demonstrate they have no less than four (4) years of experience in providing day care habilitative treatment services, outpatient counseling services, residential medical detoxification, and residential treatment services to CalWORKs WtW program participants. Each consortium member should individually have no less than four (4) years of experience in the day care habilitative treatment services, outpatient counseling services, residential medical detoxification and/or residential treatment services they will provide as assigned by the lead agency under any awarded agreement herein.
4. Proposers must be certified by the California Department of Alcohol and Drug Programs (“ADP”) to provide day care habilitative and outpatient treatment services and must have a valid current license from the ADP to provide residential medical detoxification services or residential treatment services.
5. Proposers providing residential medical detoxification services must provide these services within a facility that is licensed and approved by the ADP in accordance with federal and State standards for such facility(ies).
6. Proposers must maintain and conduct business from an office located within the geographical boundaries of the County of Los Angeles in California.
7. Proposers must have office sites for nonresidential services that remain operational at least five (5) days a week during normal business hours. (To allow for accessibility to treatment services for employed participants, it is strongly recommended that weekend/ evening services be made available to ensure access to services outside of normal business hours.)
8. Proposers providing residential medical detoxification services and residential treatment services must provide such services to CalWORKs WtW program participants twenty-four (24) hours a day, seven (7) days a week, including holidays.
9. Proposers providing day care habilitative program services shall make their services available at a minimum of six (6) hours per day, six (6) days per week, including holidays.
10. Proposers that currently have contract(s) with the County and/or other private agencies must demonstrate that under each contract they are in good standing with the County and/or the other private agency.
11. Proposers and all consortium members must agree to begin providing services within thirty (30) days of the contract award.

V. SPECIAL NOTICES

A. RFP Copies Available on County's Online DPH Web Site and County's Web Site and by direct pickup.

Copies of this RFP will be available for downloading from the internet and/or direct pickup **beginning September 7, 2010 between 8:30 a.m. and 5:00 p.m.**

For downloading from the internet, a copy is available at DPH SAPC's Web Site at <http://publichealth.lacounty.gov/sapc/> and/or at County's Web Site at <http://www.lacounty.info/wps/portal/lac>.

For direct pickup, a copy is available at the SAPC office located at:

County of Los Angeles
Department of Public Health
Substance Abuse Prevention and Control
1000 South Fremont Avenue
Building A-9 East, Third Floor Reception Area
Alhambra, California 91803

Because of time and cost constraints, the RFP will not be mailed to proposers.

Proposers shall be responsible for checking the SAPC Web Site for updates and RFP addenda as may be posted, subsequent to the release of the RFP. Note that County provides an electronic copy of the RFP for the Proposer's convenience only, and the County does not guarantee or endorse the accuracy, recentness, or reliability of any advice, opinion, instruction, statement, or other information displayed, downloaded, or distributed through the SAPC Web Site.

Note: If there is no County record that a Proposer received a hard copy of the RFP document in person or by U.S. Mail, and attended the Proposers' Conference, the Proposer shall be held responsible for periodically checking the DPH SAPC Web Site for any RFP addenda or question and answer handouts, posted subsequent to the initial posting of the RFP on the DPH SAPC Web Site. If, for whatever reason, the DPH SAPC Web Site, is inaccessible (i.e. system is down), Proposers are responsible for contacting the person listed under Section VIII, Proposal Conditions, Paragraph B, Contact with County Personnel, to obtain a hard copy of the RFP and any subsequent addenda or question and answer handout.

When using the Los Angeles County Online DPH SAPC Web Site, it is up to the proposer to take reasonable precautions to protect its computer and other electronic systems from malicious software and other items of a destructive nature. In no event will the County be liable for any direct, indirect, special or consequential, or other damages for use of these web sites, or on any other hyperlinked web site, including but without limitation to any lost profits, business interruption, loss of programs or other data on proposer's information handling system or otherwise, even if the County is expressly advised of the possibility of such damages.

B. Advance Submission of RFP Questions in Writing

Proposers are encouraged to immediately skim through the RFP, and then submit any questions they may have on preparing a RFP response in advance of the Proposer's Conference.

RFP questions must be submitted in writing, either by United States (U.S.) mail, facsimile, ("FAX") or electronic mail ("e-mail") transmission to the following location:

Mr. Gary T. Izumi, Chief
Contract Development and Processing Division
Substance Abuse and Prevention Control
1000 South Fremont Avenue, Building A-9 East, Third Floor
Alhambra, California 91803
Fax: (626) 299-7226
e-mail address: gizumi@ph.lacounty.gov

Questions should be clearly labeled "RFP QUESTIONS" and must be received by **no later than 12:00 NOON, on September 21, 2010**. Note that, if an e-mail transmission is sent, it must be followed through by sending a hard copy to the same address by either U.S. mail or FAX transmission.

Written questions should be submitted in two (2) parts:

1. Questions requesting clarification of specific data contained in the RFP.
2. Questions requesting additional information relevant to the RFP but not discussed in the RFP.

All inquiries must be typewritten or word processed and should include:

1. Contact Person's Name and Title
2. Agency Legal Name
3. Agency Address
4. Area code and Phone number
5. Area Code and Fax number
6. E-mail address
7. References per question:
 - RFP Section
 - RFP Paragraph Number and/or Title
 - RFP Page Number
 - Passage or quote from RFP

Questions that deviate from the format described above may be rejected without further review and/or response, at the County's sole discretion. Proposer bears all risks in the timely submission of written questions. Any written questions received after the submission deadline will not be addressed.

County reserves the right to disregard questions that are not relevant to this RFP process and/or to be able to group similar questions together under one answer.

In its response to Proposers, County will not identify the source of the question. All questions submitted will be compiled with the appropriate answers and issued as an addendum to the RFP.

The addendum containing all questions received by the specified due date/ time shall be issued directly to the Proposer's representative identified on the Mandatory Intent to Apply form, whose agency or consortium was represented at the Proposers' Conference as evidenced by the conference sign in sheet. The County shall also post any addenda in the SAPC website at <http://publichealth.lacounty.gov/sapc/>.

C. Proposers' Conference

The DPH administered proposers' conference will be held to answer questions concerning this RFP. It is highly recommended that each proposer planning to submit a RFP proposal response have at least one (1) representative attend the proposers' conference since it will be the only opportunity for proposers to request clarification of the specifications of this RFP. Although attendance is not mandatory, it is highly recommended that all proposers attend the proposers' conference, since it is anticipated that proposers who do not attend the conference may be placed at a disadvantage when submitting their proposal response(s) since they: 1) may incorrectly respond to a RFP specification that was clarified at the conference, and/or 2) may miss using, or including, information in their RFP proposal response which was discussed and added to the RFP as a specification or new requirement at such a conference. By not attending the proposers' conference, a proposer is acknowledging his/her acceptance of this possible disadvantage and further waives any right to protest the rejection of his/her RFP proposal response, or final evaluation score, due to any disadvantage as described hereinabove.

In any event, the objective of the proposers' conference is to answer any questions the proposer may have concerning this RFP in a public forum and in the presence of all other potential proposers. The Proposers' Conference is scheduled as follows:

Date/Time :	October 5, 2010 10:00 a.m. - 12:00 p.m.
Location:	Auditorium Building A-7, Lower Level G The Alhambra 1000 South Fremont Avenue Alhambra, California 91803

Each proposer must notify DPH either by telephone at (626) 299-4513, fax (626) 299-7226 or e-mail Gary Izumi at gizumi@ph.lacounty.gov, of his/her intent to attend the proposers' conference no later than **Tuesday, September 28, 2010 at 12:00 p.m. (NOON)**. The notification must include the name of the proposer's company/agency, address, contact person's name, telephone and fax numbers, e-mail address, and the name of the person(s) who will attend the conference.

There is a \$3.00 charge for all day parking at The Alhambra compound where the Conference will be held. DPH will not validate parking tickets or reimburse parking fees paid to attend this Conference.

All organizations in attendance should ensure that the official sign-in attendance sheet is completed and signed by one authorized representative of the organization, for two purposes: (1) to serve as proof that the organization was represented at the conference; and (2) as a record for use in forwarding any addenda subsequent to the conference, should County determine that such addenda is required.

Written minutes of the Proposers' Conference will not be available for publication, and County representatives will not hold any private or unilateral consultations before or after the conference that may give a proposer any advantage over another in responding to this RFP.

If valid questions concerning the written specifications of this RFP are not answered at the time of the conference either by: (1) a written question and answer handout (which may be distributed at the conference at the Director's discretion); or (2) County Panel directly at the time of the conference, then DPH will later transmit written answers to these questions in the form of an addendum (or addenda, if necessary) in a manner deemed appropriate by DPH, depending on time constraints, to all organizations in attendance at the Proposers' Conference, as determined by the official sign-in attendance sheet. The addenda will also be posted at the SAPC website at <http://publichealth.lacounty.gov/sapc/>.

County will assume no responsibility for any understandings or representations concerning conditions made by any of its officers, employees, or agents prior to execution of any resultant contract unless it is included in this RFP, any question and answer handout, any written addenda, or any resultant contract.

D. Submission of a Mandatory Intent to Apply Form

Proposers who plan to submit a proposal in response to this RFP must acknowledge this action by submitting an **Intent to Apply form, Attachment 1**, to the following address, either in-person, by U.S. mail, by facsimile, or e-mail. The Intent to Apply form must be received **no later than 4:30 p.m. on October 12, 2010** addressed to:

Mr. Gary Izumi, Chief
Contract Development and Processing Division
Substance Abuse Prevention and Control
1000 South Fremont Avenue, Building A-9 East, Third Floor
Alhambra, California 91803
Fax: (626) 299-7226
e-mail address: gizumi@ph.lacounty.gov

Proposals from proposers who have not submitted their Intent to Apply form will not be accepted.

E. Proposing Entity Limitations

Only one (1) proposal per sole proprietorship, partnership, or corporation (whether a parent corporation or a subsidiary corporation under the same or different names) will be considered under this RFP process – i.e., a parent corporation may NOT submit a proposal if its subsidiary corporation is submitting a proposal, and a subsidiary corporation may NOT submit a proposal if its parent corporation is submitting a proposal. In addition, only one subsidiary corporation under a given parent corporation with multiple subsidiary corporations may submit a proposal. If there is reason to believe that collusion exists among proposers, none of the participants in such collusion will be considered for this RFP process.

F. Consortium

Proposers who are unable to provide the full range of services specified in this RFP on their own must form a consortium and submit a single proposal that indicates how all four (4) services would be

provided by the consortium members to CalWORKs WtW participants. (Note that, consortiums can consist of two [2], three [3], or up to no more than four [4] consortium members, as long as all four [4] alcohol and drug treatment and recovery services are provided under one [1] RFP.) The merits of the consortium's proposal will be evaluated on the basis of a successful demonstration of a working collaborative to provide a continuum of step-up step-down services to the target population.

For consortiums, there will be a single contract and several service exhibits to cover the full continuum of services provided by the consortium's lead and member agencies. The consortium's lead agency will be tasked with coordinating and monitoring the RFP proposal response and provision of services provided to WtW participants including but not limited to following the terms of the contract. Although each member agency will be part of a consortium, under which the consortium receives only one contract, each agency will be individually monitored under that single contract by DPH for quality assurance purposes. The lead agency of the consortium will be responsible for coordinating and correcting the actions of its consortium members, as well as maintaining the appropriate documentation for the services provided to clients including step up and step down services, provided by the consortium to its clients.

The Lead Agency of a consortium must indicate in its proposal how it will address a situation where one or more of its partner agencies or consortium members drops out or is removed because of poor performance or for any other reason. The removed/terminated agency must be replaced within thirty (30) calendar days after termination so there is minimal interruption of services, if any. The objective is to ensure that all the four (4) required treatment services (day care habilitative, outpatient counseling, residential medical detoxification, and residential treatment services) are made available to the CalWORKs WtW participants in compliance with the requirements of this RFP.

Important Note: If the Lead agency is unable to replace the terminated agency within the specified time frame, the consortium will be deemed in violation of its contract commitment to provide the full continuum of services and may face contract termination as a result.

VI. SCOPE OF OPERATIONS

A. Treatment Service Types

Proposers must be prepared to provide a continuum of services including residential medical detoxification services, residential treatment, day care habilitative services, and outpatient counseling services within the allotted time period. **Exhibits IB, IC, ID, and IE** identify the primary responsibilities and/or services that a selected proposer must agree to perform and/or provide under any contract awarded as a result of this RFP. These responsibilities and services should be considered illustrative and should not be considered as a complete or exhaustive listing of a proposer's duties. Numerous ancillary and support functions are also a proposer's responsibility (e.g., compliance with insurance requirements, maintaining records, etc.) as set forth in **Exhibit I, Sample Agreement**.

The treatment program procedures must adhere to the requirements listed in DPSS' directives. Proposers may visit http://www.ladpss.org/dpss/calworks/cw_policy_03_01_09.pdf to review CalWORKs and GAIN policy.

Primary work responsibilities and/or services to be provided by the selected Proposer shall include, but not be limited to: developing a treatment plan, completion of each participant's progress report, submission of report to designated DPSS staff, and attendance as requested at DPSS regional

meetings. Other services will include case management and recovery support services. WtW participants should be offered up to ninety (90) days of recovery support services.

Proposers must provide or coordinate the provision of this continuum of services, either directly or through agreements with consortium partners. The objective is to ensure that participants can step up or step down into more intensive or less intensive services, as appropriate, in a timely manner.

For consortiums, formal subcontracts between the lead agency and its partner service providers will help ensure that necessary services can be provided seamlessly to all eligible participants, including persons with co-occurring substance abuse and mental health disorders that are stable on their medications, and pharmacotherapy for persons needing medication assisted substance abuse recovery services. Specifically, proposers are expected to demonstrate the ability and willingness to work with persons with primary substance abuse problems and secondary mental health disorders.

Successful proposers are expected to use standardized assessment tools such as the Addiction Severity Index (ASI) (not attached). Proposers must ensure that they incorporate ongoing treatment outcome measures within their treatment plans.

Proposers are expected to describe their use of evidence-based approaches that comprehensively address the unique needs of each individual. Research on drug addiction indicates that many persons suffering from alcohol and drug addiction also suffer from mental health, familial, occupational, and other social problems (National Institute on Drug Abuse, Principles of Drug Addiction Treatment: A Research-Based Guide, October, 1999). For these reasons, treatment should take into consideration a broad range of issues, including criminal background, medical concerns (including but not limited to: pregnancy, Hepatitis, HIV infection, etc.), mental health problems, transportation concerns, and other biopsychosocial areas.

Substance abuse treatment providers should work collaboratively with DPSS GAIN Services Workers to meet the needs of CalWORKs WtW participants who are either screened or who self identify as needing substance abuse treatment services. The GAIN Services Workers will transfer individual cases to a Community Assessment Service Center (CASC) or CASC staff for a clinical assessment for substance abuse. CASCs are located throughout the County and function as the gateway to all substance abuse treatment in the Los Angeles County network of providers. CASC staffs are trained to work with special populations and utilize standardized assessment tools such as the Assessment Severity Index (ASI). After a participant is assessed, s/he will be referred to a treatment provider that is capable of providing the appropriate level of treatment in an accessible location.

The proposers will clearly indicate how they will assist participants in moving between service types, and will be responsible for effectively coordinating services for each individual.

Participants identified with co-occurring substance abuse and mental health disorders should be directed to service providers that specifically address the needs of this population.

Specifications for services, intensity, duration of services, and required staff-to-program participant ratios, have been developed by the DPSS (See **Exhibit II, California Work Opportunity and Responsibility to Kids Policy and Procedures**, which will become a part of **Exhibit I, Sample Agreement**.)

B. Service Areas and DPSS Field Offices

The geographic areas to be served by proposers awarded a contract under this RFP are those locations served by DPSS offices within the County. The target population for services will be participants referred by these DPSS offices. Proposers should clearly indicate the service and service planning area(s) ("SPA") where they are planning to provide CalWORKs substance abuse treatment services. Proposers may identify one or more of the offices as service areas. Refer to the following website for DPSS office locations: http://dpss.lacounty.gov/dpss/gain/regional_map.cfm

C. Contract Term

The term of any contract awarded as a result of this RFP is anticipated to be for a period of 36 consecutive months, effective on or about July 1, 2011 through June 30, 2014.

All agreements will be monitored by the County on an ongoing basis, and may be terminated for any of the reasons set forth in **Exhibit I, Sample Agreement**.

D. Days of Operation

Proposers must have office sites for nonresidential services that remain operational at least five (5) days a week during normal business hours. To allow for accessibility to treatment services for employed participants, it is strongly recommended that weekend/ evening services be made available to ensure access to services outside of normal business hours.

Residential treatment services and residential medical detoxification services must be operational seven (7) days a week, twenty-four (24) hours a day.

Day Care Habilitative program services shall be available a minimum of six (6) hours per day, six (6) days per week.

E. Funding

Approximately \$6.74 million will be available to fund alcohol and drug treatment services to CalWORKs WtW participants countywide. Of this amount, \$433,934 is currently used for SPA 1 services; \$903,681 is used for SPA 2 services; \$856,561 is used for SPA 3 services; \$778,424 is used for SPA 4 services; \$85,836 is used for SPA 5 services; \$1,728,125 is used for SPA 6 services; \$911,380 is used for SPA 7 services; and \$1,037,121 is used for SPA 8 services.

SPA	DPSS – CalWORKs Cases	%	Estimated SAPC Treatment Dollars
1	9,863	6.44%	\$433,934
2	20,540	13.42%	\$903,681
3	19,469	12.72%	\$856,561
4	17,693	11.56%	\$778,424
5	1,951	1.27%	\$85,836
6	39,279	25.66%	\$1,728,125
7	20,715	13.53%	\$911,380
8	23,573	15.40%	\$1,037,121
Total	153,083	100.00%	\$6,735,063

The above funding information is illustrative of DPH's current budget for services provided by forty-seven (47) current contract providers, and indicates which SPAs received the most funding based upon population need. Proposers should not consider the amounts listed above as the exact funding amount they will receive for each SPA they will propose to serve, since such an amount may be divided among multiple proposers proposing to serve the same SPA. In any event, a proposal's budget should not exceed the total funding allocation(s) for the SPA(s) to be covered by the Proposer.

DPH will recommend the funding of up to approximately twenty-five (25) proposals for approximately thirty-six (36) consecutive months from July 1, 2011 through June 30, 2014, as a result of this RFP. These funds must be used to provide direct alcohol and drug treatment and recovery services only. Note that funding under this RFP will only be for services provided to WtW participants and does not include the Asian Pacific Islander Targeted Outreach Project and Homeless CalWORKs Families Project populations.

F. Method of Payment

Residential medical detoxification services, residential day care habilitative and outpatient services will be reimbursed on a fee-for-service basis. Aftercare recovery supportive services will be reimbursed on a fee-for-service rate per service hour for case management services performed.

The County will compensate proposer for allowable units of service incurred by Proposer in performing contracted services as set forth in **Exhibit II, California Work Opportunities and Responsibility to Kids Policy and Procedures** provided that specified tasks, deliverables and milestones are met by the proposer according to their agency's completed and approved *Project Work Plan*, as specified in **Section VII, Proposal Preparation and Submission, Paragraph B.5.b(6)** and **Exhibit IV, Instructions for Preparing Project Work Plan**.

Payment procedures will be as set forth in the service exhibit(s) of any agreement resulting from this RFP. The payment mechanism may change in subsequent contracted years, depending on the needs of the County and/or selected provider(s). There is no provision for advance payments or start up funds.

G. Provider Meetings

Proposers will be required to participate in regularly scheduled provider meetings for the purpose of discussing fiscal and programmatic issues.

VII. PROPOSAL PREPARATION AND SUBMISSION

Listed items “A” through “B4” below are subject to a **Pass/Fail** qualifying review. Proposals who fail to comply with any of these requirements will be deemed unresponsive to the RFP, assigned a FAIL score, and consequently disqualified from further evaluation.

A. General Format Requirements

Proposers must follow the general format requirements listed below when submitting a proposal under this RFP.

1. Proposal submitted, and attached forms where applicable, must be machine printed (e.g., typewriter, laser jet, etc.) in black type of not less than ten (10) point font, using Times New Roman style print.
2. Proposal must be double-spaced, with (top, bottom, left, and right) margins of not less than one (1) inch.
3. Proposal must be single-sided on eight and a half-inch by eleven-inch (8½” x 11”) standard size white bond (or similar color and texture) paper.
4. Proposal must be organized by paragraph sections, alphabetized and titled sections, as described herein, with each section separated by dividers which have labeled tabs - extended for easy visibility.
5. Proposal must be numbered sequentially throughout from beginning to end, to ensure that there are no missing pages and to prevent the duplicate numbering of pages.
6. One (1) original proposal and nine (9) hard copies must be presented in separate, individual, three-ring binders, with a maximum binder size of four (4) inches. In addition, a PDF copy of the proposal on a CD or DVD shall be presented together with the hard copies. All proposal hard copies must be included within the binder size limit. All binder and PDF copies shall be clearly labeled with the RFP title “COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH REQUEST FOR PROPOSALS FOR CALIFORNIA WORK OPPORTUNITIES AND RESPONSIBILITY TO KIDS SUBSTANCE ABUSE TREATMENT PROGRAM” and the name of proposer’s organization on the front exterior. Size permitting; binder ends shall also include the RFP title and the name of the proposer’s organization.
7. Original proposal and all hard copies shall be placed within individual binders, as indicated above. These binders must be SECURE BUT can be easily OPENED AND CLOSED, for the removal of material by the County, and appropriately identified by the proposer as “**TRADE SECRETS,**” “**CONFIDENTIAL,**” OR “**PROPRIETARY**”.

B. Content and Sequence

Each proposal shall follow the required content and sequence as listed below and as indicated in the **Required RFP Documentation Checklist Form, Attachment 10**. Note that the Checklist is not an exhaustive list of RFP requirements but is intended as a proposer's guide to facilitate the preparation and completion of the proposal

Any information which does not fit logically into any one of the following labeled sections shall be submitted separately under Section 10, "Additional Information", of the proposal

1. Cover Letter

Proposer's/lead agency's proposal shall begin with a maximum two (2) page "Cover Letter" on agency letterhead signed in **blue ink**. The letter shall include the following information:

- Full legal agency/company name and DBA(s), address, telephone number, fax number, and e-mail address.
- Service Planning Areas (SPAs) where the Proposer's/lead agency's headquarters are located.
- Location, SPA(s), and Supervisorial District(s) where each of the four services proposed herein will be provided.
- Name, telephone number, fax number, and e-mail address of the Proposer's/lead agency's contact person for the RFP.
- Name, address, telephone number, fax number, and e-mail address of the person(s) authorized to bind the proposal.
- Signature of the Proposer's/lead agency's Executive Director, Chief Executive Officer, or other authorized designee (signed in blue ink).

The letter should be addressed to:

Mr. Gary Izumi, Chief
Contract Development and Processing Division
Substance Abuse Prevention and Control
1000 South Fremont Avenue, Building A-9 East, Third Floor
Alhambra, California 91803

2. Proposal Face Sheet

Following Proposer's cover letter, there shall be a "Proposal Face Sheet" that shall include the following important information:

- name and address of the proposers including consortium members' legal names, addresses, telephone numbers, FAX numbers, e-mail addresses, and contact persons of each consortium member.
- if proposer and/or consortium members are new or current provider(s) of service(s) for which they are applying;
- if proposer(s) will provide new service(s) or will expand its capacity of existing contracted non-Drug Medi-Cal program at a new site(s), name of proposed program (if applicable);
- specific geographic area including SPA and Supervisory Districts ("SD");
- specific populations targeted; and

- total amount of funding requested from County for the thirty-six (36) month project period.

Proposers may use **Attachment 2, Proposal Face Sheet**, as a sample format to follow.

3. Table of Contents

Following the above, proposer/lead agency shall provide a “Table of Contents” that includes a detailed and complete outline of material included in the proposal, identified by Section, alphabetized paragraphs, (as described below), with continuous page numbering from beginning to end, in which no page is left unnumbered or undesignated.

4. Minimum Mandatory Requirements to Participate

Section 1 of the proposal shall be entitled “Minimum Mandatory Requirements to Participate,” and shall include the following completed forms and applicable documents as evidence of compliance by proposer, and if submission is a consortium proposal, evidence of compliance by the lead agency and each of its consortium members, with the following required forms and information:

<u>Forms:</u>	<u>RFP Attachment Number</u>
• Minimum Mandatory Requirements to Participate	3
• Summary of Licenses and Certificates	7
• Certification of No Conflict of Interest	8E
• Certification of Compliance – County’s Defaulted Property Tax Reduction Program	8O
• Acceptance of Terms and Conditions Affirmation	8Q
• HIPAA Certification Form – Acknowledgement of Statement of Compliance	8R

Documents:

- Letters of Support and/or formal agreements/subcontracts, pursuant to **Section VII, B, 5b, paragraph 7 on Agency Linkages**
- A copy each of Proposer’s and member agencies’ ADP licenses and certifications where appropriate

Note: Sub-sections “B5a” (Proposer’s Capabilities), “B5b” (Program Design), and “B5c” (Proposed Budget) below are subject to a scored evaluation with assigned percentage points as indicated in Section IX, Evaluation and Selection.

5. Proposer’s Capabilities

Section 2 of the proposal shall be entitled “Proposer’s Capabilities,” and cannot exceed thirty (30) double-spaced pages. This is **excluding** the pages used to write proposer’s/lead agency’s *Cover Letter, Proposal Face Sheet, Table of Contents, Minimum Mandatory Requirements to Participate, Project Work Plan, Proposed Budget, Financial Information, Pending Litigation and Judgments, Statement of Work, Facility Business Licenses, Required Forms* and any other

supporting documents proposers is required to include in their proposal; such as subcontracts with consortium member agencies, résumés of key personnel, position job descriptions, listing of relevant past research projects, and bibliography. Section 2 should be written with the intent of offering the proposal evaluator a clear understanding of the proposed project, as well as the qualifications of the proposer, and if a consortium proposal, the qualifications of the lead agency and each consortium member.

Important Note: The lead agency of a consortium must be the direct service provider of at least one (1) of the four (4) alcohol and drug treatment and recovery services to be provided under this RFP with the other remaining agencies in the consortium providing the other services needed. The objective is to facilitate the participants' ability to move up or down the treatment continuum, as appropriate. Proposer should clearly indicate in the proposal how this will happen.

Proposer's response in Section 2 of this RFP shall in particular include the following elements in the order presented below. These elements should not be considered as independent of each other, but should build upon and reflect on their relationship with one another:

a. Proposer's Capabilities

(1) Need Statement

Day Care Habilitative Services, Outpatient Treatment Services, Residential Treatment Services, and Residential Medical Detoxification Services;

Proposers must describe the specific treatment and recovery needs of the target population in the SPA(s) it proposes to serve. Proposers should describe the target population of the proposed program in terms of demographic characteristics (gender, age, cultural group, primary language, etc.) and the geographic area to be served. Proposers should also identify the alcohol and drug-related problems of the targeted population that justifies the need for the proposed program services, particularly as it relates to employment. Proposers should describe how a continuum of services including residential detoxification services, residential treatment, day care habilitative and outpatient treatment services will be provided as appropriate. The description must demonstrate adherence to the specifications for each of the services including: intensity, duration of services, and required staff-to-program participant ratios as developed by the DPSS (See **Exhibit II, California Work Opportunities and Responsibility to Kids Policy and Procedures**, which will become a part of **Exhibit I, Sample Agreement**).

(2) Treatment/Recovery Service Site Location

Each proposer shall submit the following:

- The list of site(s) where services will be provided for all program types (i.e. residential medical detoxification, residential services, day care habilitative and outpatient treatment services), including multiple sites for any modality (See **Section VI, SCOPE OF OPERATIONS, Paragraph B, Service Areas and DPSS Field Offices**). Descriptions to include who will provide the services (i.e., proposer, lead agency, consortium member and by which member) including the name of the day-to-day contact person and complete street address and corresponding telephone number, FAX number, and e-mail address for each site.

- Description of each site's accessibility for participants, and any plans for assisting participants to access the site including the utilization of public and/or private transportation.
- Description of the facility's physical layout, in terms of its appropriateness and suitability for the types of treatment and recovery services that will be conducted, such as office space, private individual meeting space, group meeting space, and private areas for urinalysis testing.
- Pictures and maps of each facility's location, accessibility of site using public and/or private transportation, and facility's layout, demarcating office space, private and group meeting space, and private areas for urinalysis testing, as attachments.
- A copy of all current State certifications for outpatient treatment services and day care habilitative services and licenses for residential medical detoxification services and residential treatment services from the ADP for site(s) where services will be provided, as attachments. Alternately, a description of plans and a timetable for obtaining any necessary certifications or licenses from the State Department of Alcohol and Drug Programs and city zoning permits [If each proposer and/or partners do(es) not have the necessary certification(s) and/or license(s) from ADP, then they must **satisfy these requirements by November 8, 2010 (due date for Proposal)** with proof that the application is in process and near completion.]

(3) Proposer's Expertise with Alcohol and Drug Treatment and Recovery Services

Proposers must demonstrate expertise in providing a continuum of services suitable for CalWORKs WtW recipients. The continuum of services shall include residential medical detoxification services, residential treatment, day care habilitative services, and outpatient treatment services.

Each proposal must clearly describe how treatment providers (i.e., proposer/all consortium members) intend to work collaboratively with the GAIN Services Worker ("GSW") and the CASC to assess and engage clients into an appropriate level of treatment. The proposal should discuss the procedures whereby the proposer, lead agency and consortium members will interact with the CASC and the DPSS GSW to facilitate each participant's transition into appropriately intensive services and aftercare recovery support and ancillary services. Proposer, lead agency and consortium member should discuss case management strategies and how communication will be maintained between DPSS, the proposer(s), recovery support services, and ancillary services.

All proposals must include references to recently published research studies and other evidence, such as results of its own program evaluation studies and other unpublished studies that demonstrate that the proposed treatment services use established "best practices" as effective approaches with participants (See Exhibit III, Principles of Effective Treatment). Proposers should also include a detailed description and evidence of current program effectiveness, such as recidivism data for program participants after completion of the program, and other follow-up studies of program participants or anecdotal data from program participants, their families, or agency, if such data is available.

(4) Proposer's Experience with CalWORKs WtW participants

Proposers/lead agency must describe their experience, including the experience of the agencies in the consortium, in working cooperatively and collaboratively with DPSS and other agencies in treating CalWORKs WtW participants with substance abuse problems, or demonstrate similar experience based upon prior agency involvement with DPSS services. Lead agency and consortium members must individually provide details of their capability to work cooperatively with the DPSS in support of CalWORKs WtW participants' needs.

(5) Proposer's Expertise with Target Populations

Proposers should demonstrate their understanding of the unique needs and experiences of the CalWORKs WtW population. Lead proposer and all partner agencies should describe their past experience working with this population in any treatment capacity, the cultural competence training that agency staff has participated in. The proposal should include as attachments, additional materials in support of this requirement, such as *Memorandum of Understanding* and *Letters of Agreement*.

The proposal should describe the efforts of the proposer(s) to educate local residents and community groups on the benefits of their program(s) and on acceptance of their program(s) by the local community. Proposer should describe the results of these efforts and should include *Letters of Support* from community groups and local residents.

b. Program Design

The consortium's capabilities will be evaluated holistically. Successful proposals will effectively demonstrate how the proposed partners' strengths complement each other in providing the continuum of services, as required.

The proposal must describe the proposed Program Design, including the following components.

1. Program Objectives and Activities for Consortium

The proposal must list and describe proposed program objectives and curricula as they relate to the continuum of residential medical detoxification services, residential services, day care habilitative services and outpatient treatment services to be provided. Objectives should be specific, measurable, realistic, appropriate and time-limited. Proposers/lead agencies should provide a detailed description of the approach they intend to take in providing or coordinating services for participants eligible under CalWORKs. Proposers/lead agencies must discuss their procedures for ensuring that clients can access all levels of care. For example, clients in residential medical detoxification services and residential treatment services should be able to step down to outpatient services, day care habilitative or aftercare recovery support services as necessary. Clients in need of more intensive treatment should be able to step-up to residential services, if necessary. The proposal must describe how this process will be facilitated.

The proposal must cite specific, current research studies that provide evidence that the proposed program services and strategies are effective and considered "best practices" for the population consistent with the National Institute on Drug Abuse ("NIDA") principles (See **Exhibit III, Principles of Effective Treatment**, which was taken from NIDA, *Principles of*

Drug Addiction Treatment: A Research Based Guide (1999). Other publications to consider are the United States Department of Health and Human Services, Center for Substance Abuse Treatment, *Substance Abuse Treatment and Domestic Violence Treatment Improvement Protocol Series 25* (1997) (not attached); United States Department of Health and Human Services, Center for Substance Abuse Treatment, *Integrating Substance Abuse Treatment and Vocational Services*, Treatment Improvement Protocol Series 38 (2000) (not attached); United States Department of Health and Human Services, Center for Substance Abuse Treatment, *Substance Abuse Issues: Clinical Issues in Intensive Outpatient Treatment*, Treatment Improvement Protocol Series 47 (not attached); and United States Department of Health and Human Services, Center for Substance Abuse Treatment, *Enhancing Motivation for Change in Substance Abuse Treatment*, Treatment Improvement Protocol Series 35 (not attached).

The proposal must describe how each agency has conducted outreach for eliciting community input in planning and establishing a treatment program for participants in the specified area.

The proposal must describe each agency's policy and procedures for maintaining a smoke-free environment, and describe how program participants will receive information on tobacco use prevention and cessation programs.

2. Projected Total Number of Participants

The proposal must describe the projected number of participants that can be handled by the proposed program at any one time (static capacity) for each service type, and the projected total number of participants per year who can receive treatment and recovery services in the proposed program, and describe the methodology used to determine these projected numbers. For purposes of this RFP process only, *static capacity* is defined as the total number of participants who can be provided services by the program at any given point in time.

3. Appropriateness of Services Provided

The proposal must describe how the proposed program will provide program activities that are culturally and linguistically appropriate for each participant in accordance with the participant's age, gender, sexual orientation, and family situation, (i.e., parent with custody of minor children, etc.) as appropriate.

Providers must be prepared to make appropriate modifications or referrals to meet the needs of participants with identified physical or mental health needs.

4. Staffing

The proposal must describe the qualifications of all staff that will be operating the proposed program by proposer or by lead agency and the consortium, include the proposed staff's cultural and linguistic capabilities and training to provide services, itemize position specifications, résumés, and other supportive documents as attachments for each position including administrative, supervisory, and direct service positions. Key personnel shall be indicated on the proposer's/lead agencies' and consortium members' organization chart included in this section. Résumé information shall include, but not be limited to, describing the employees':

- a. Current position specifications, job duties and responsibilities, and years employed by the proposer/lead agency and consortium members.
- b. Academic background, covering all education at the high school level and above, including the names and addresses of the institutions, attendance dates, and dates when degrees were awarded.
- c. Experience background, including the number of years of experience, position titles and functions, while gaining experience in the provision of services to be delivered under this contract. Also include staff members' training to provide specialized services to meet the unique needs of the target population.
- d. Current business address and business telephone number.
- e. A listing and copy of any licenses, certificates, registrations, professional affiliations, and memberships held, if applicable.

The proposer's or lead agency's principal office location site must be staffed with at least one full-time equivalent ("FTE") Project Director position.

Community-based programs are encouraged to employ persons who are recovering ex-felons (excluding drug trafficking offenders) who have been out of prison for at least five years, or have been discharged from parole or probation for at least three years.

Counselors must be certified according to the ADP requirements. The deadline to register with a certifying organization is within six (6) months of hire date. Currently employed counselors have five (5) years in which to become certified. Proposer/lead agency must visit the ADP website for information on counselor registration and certification requirements and procedures:

<http://www.adp.cahwnet.gov/Licensing/LCBhome.shtml>.

Each proposer/lead agency must also state its plans for making tobacco use and cessation services information available to its employees.

5. Evaluation Design

Proposer shall describe its plans for monitoring and evaluating the progress and accomplishments of the proposed program objectives as stated in the work plan. The evaluation design should assess the effectiveness of the services provided, as stated under **Section VII, PROPOSAL PREPARATION AND SUBMISSION, B. b. (1)**. This section of the proposal should include a discussion of the proposer(s)' data collection process and ability to produce reports on information collected on program services, program participant characteristics, contractual information, financial information, and program outcomes. Proposer(s) should describe its/their administrative and technical ability to establish linkages with the automated SAPC Community Information System (as described below), and to collect and report admission and discharge data for ongoing program operations, monitoring and evaluation.

Proposer must demonstrate its capability to transmit and receive information electronically and to compile and report data to DPH in compliance with HIPAA requirements. Proposer must have a computer with Internet access and meet the following minimum requirements:

Pentium IV or equivalent with 1 GB RAM preferred; Windows XP or later version; printer; Internet Explorer 6.0 or later version; Preferred Internet Broadband such as: T1 or Digital Subscriber Line (DSL) for speed enhancement.

Proposer and proposed partners should state their commitment to work cooperatively with SAPC's Office of Research and Evaluation, the Los Angeles County Evaluation System, and any contracted program evaluator, if applicable.

Proposer must describe the appropriateness of its evaluation design as it relates to the specific target population's culture, gender, age, sexual orientation, and other factors.

6. Project Work Plan

Proposer should include in Section E of the proposal, a **Project Work Plan, Attachment 5**, for the approximate thirty-six (36) month project period. The Project Work Plan is intended to clearly identify the proposer's goals, objectives, project activities, and activity time lines necessary to support this project for each fiscal year. All program goals and objectives listed on the Project Work Plan should be specific, measurable, achievable, relevant, and time-limited. The Project Work Plan must reflect a project start up within thirty (30) days of the agreement award.

Proposer may add additional pages in order to complete the Project Work Plan (See **Exhibit IV, Instructions for Preparing the Project Work Plan**).

7. Agency Linkages

Proposer shall include in Section 2 of the proposal **Agency Linkages** that describes plans for establishing and maintaining linkages with other community-based service systems, providers, and DPSS offices to ensure access to and delivery of multi-disciplinary services. The proposal should describe the proposer's/lead agencies' plan for establishing and maintaining linkages with a comprehensive array of other treatment and recovery support services for program participants, such as other alcohol and drug treatment programs, mental health treatment programs, domestic violence assistance, educational and vocational training/job placement, health care, housing, parenting skills training and peer recovery support groups. CalWORKs WtW participants will need to access an array of services to address their needs in establishing and maintaining a productive, drug-free lifestyle including aftercare recovery support services. It should include *Letters of Support*, *Letters of Agreement*, *Memorandum of Understanding* (MOU) and subcontracts as attachments.

Any MOUs, subcontract or formal agreements between the lead agency and member agencies of a consortium, and the consortium and other community partners, must use the same contract language used in the County's contract, comply with the same County requirements, and clearly specify each partner's role and responsibilities. All legal documents, including MOUs, between the proposer(s) and other agencies must be signed by executives with the authority to bind the agency into formal partnerships.

c. **Proposed Budget**

Proposer shall include in Section 2 of the proposal, the **Proposed Summary Budget, Attachment 6** that will represent all costs associated with this project, including but not limited to, a separate line item for estimated income/revenues from services provided using

the fee-for-service rate or other rate charged to clients, as indicated in the **Pricing Sheet, Attachment 8K**. For consortiums, the lead agency must also provide a clear, separate budget narrative for all consortium members justifying each expense item identified on each budget. The proposal must include a separate set of budget forms and budget narrative for the approximate thirty-six (36) month project period by type of service. Thus, the proposal will include four (4) separate sets of budget forms and accompanying budget narratives for residential medical detoxification services, residential services, day care habilitative services and outpatient treatment services, respectively, for each fiscal year. Budgets should clearly reflect the projected costs for each type of service (i.e., residential medical detoxification, residential treatment, day care habilitative and outpatient treatment services). **Exhibit V, Instructions for Preparing Budget and Narrative Forms**, has been provided to guide the proposers in completing these budget forms.

NOTICE: Proposers should be aware that DPH is currently conducting a “Rate Study” of fees paid by DPH for contract services to clients. If the Rate Study later determines that an adjustment is required to proposer’s rates as proposed herein, proposer shall agree to such an adjustment upon thirty (30) calendar days’ written notice by DPH. This adjustment shall be implemented through an amendment to the agreement(s) awarded to the selected proposer(s).

To be deemed acceptable, the requested funding amount on the budget documents cannot exceed the available funding amount as specified in **Section VI, SCOPE OF OPERATIONS, Paragraph E, Funding**. Proposals that exceed this amount will be deemed unresponsive to the RFP and consequently disqualified from further evaluation.

The County will evaluate items 6 through 19 separately to determine each agency’s fiscal viability. The County reserves the right to disqualify any proposer that fails any of the items numbered 6 through 19 below.

6. Form of Business Organization and Financial Information

Section 3 of the proposal, “Form of Business Organization and Financial Information,” shall include the completed **Proposer’s Organization Questionnaire/Affidavit form, Attachment 8A**, for proposer/lead agency and all consortium members including all other relevant information requested below regarding the proposer’s form of business organization and financial strength and stability.

a. Form of Business Organization

A description of the form of each proposer service provider’s business organization (i.e., for profit or non-profit; sole proprietorship, partnership, or corporation) must be provided.

If one or more proposers are incorporated, each proposer shall attach the following relevant documents:

1. Articles of Incorporation from the California Secretary of State and any subsequent Amendments to the Articles of Incorporation for a formal name change, and Bylaws.
2. A detailed statement indicating whether each individual proposer is totally or substantially owned by another business organization (i.e., another legal entity or parent corporation).

3. Board minutes identifying who is authorized on behalf of each proposer to conduct business, make commitments, and enter into binding agreements with the County.

Each proposer must identify and include documentation on the type of non-profit status their individual organization has been designated, such as “501(c)”, or tax status.

Note: If applicable, proposer must indicate in the proposal any alternative business name or “Doing Business As” (DBAs) names in use by the proposer and/or any agency within the consortium.

b. Financial Status

Past Financial Status: Proposal must include each organization’s financial statements for fiscal year 2008-09, and clearly titled: “Fiscal Year 2008-09 Financial Statement”. These statements should include the organization’s assets, liabilities, and net worth. If audited statements are available, these should be submitted to meet this requirement.

Current Financial Status: Proposal must include and separately list the following items regarding (proposer/lead agency and consortium member’s) current financial condition for fiscal year 2009-10:

1. Balance sheet or Statement of Financial Position (for non-profit entities)
2. Profit and Loss (if applicable) or Statement of Income
3. Statement of Cash Flow during last three (3) years.

Current and past financial information together should indicate that each organization can separately carry all operating costs associated with the service(s) they will provide for a minimum period of sixty (60) calendar days. Each proposer should also certify that its current financial position can support current and planned/proposed operations for a minimum of sixty (60) calendar days.

Financial statements will be kept confidential if so stamped on each page.

Current Good Standing with Federal, State, County, City and other Contracts: All proposers with existing or previous federal, State, County, City or other contracts must resolve all corrective issues before they will be eligible to receive new contracts. All proposers must **provide signed and dated declarations that there are no current or outstanding corrective action plans with federal, State, County, City, or other contracts.**

7. Pending Litigation and Judgments

Section 4 of the proposal, “Pending Litigation and Judgments,” shall include a signed and dated declaration of any pending litigation in which Proposer/lead agency or consortium members is involved, or judgments against Proposer in the past five (5) years and it shall identify all pending litigation by name, case, and court jurisdiction. This section of the proposal should also include a description of the size and scope of any pending or threatening litigation against the Proposer or principals of the Proposer.

8. Statement of Work

Section 5 of the proposal, “Statement of Work”, shall include a detailed explanation that describes how proposer will provide each of the primary work responsibilities listed in the service exhibits of this RFP (**Exhibits IB, IC, ID, and IE**). Such description shall include, but not be limited to, a written description of how proposer will perform each of the work responsibilities listed under **paragraph 8, Specific Services to be Provided**, in each of **Exhibits IB, IC, ID, and IE**. In particular such individual work responsibilities shall describe how they will relate in providing a client with the continuum of (or overall) services needed, and how such services the client receives is tracked and documented, to ensure the client does not receive duplicate services and moves on to the next service as needed. The lead agency applying on behalf of the consortium will clearly illustrate how the proposed partners in the consortium will work together to provide a comprehensive network of treatment and recovery support services that is able to maintain appropriate documentation on the status of clients (CalWORKs WtW participants) at all times.

9. Facility Business Licenses and Certifications

Section 6 of the proposal, “Facility Business Licenses and Certification” shall contain documentation that all residential services and residential medical detoxification services will be delivered in a facility that is currently licensed by ADP, and that all outpatient treatment services and day care habilitative services will be delivered in a site certified by ADP, by the project start date. The documentation shall consist of photocopies of each proposer’s/lead agencies’ or consortium member’s current license(s) and certification(s) and a summary list thereof (see **Attachment 7**). .

10. Required Forms

Section 7 of the Proposal entitled, “Required Forms”, shall consist of the following County required forms completed by the Proposer (if proposer is a consortium, each consortium member must complete these forms):

<u>Form</u>	<u>RFP Attachment Number</u>
• Familiarity with the County Lobbyist Ordinance Certificate	8F
• Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form (if appropriate)	8G
• Proposer’s EEO Certification	8H
• Attestation of Willingness to Consider GAIN/GROW Participants	8I
• County of Los Angeles Contractor Employee Jury Service Program Certification and Application for Exception	8J
• Pricing Sheet	8K
• Certification of Independent Price Determination and Acknowledgment of RFP Restrictions	8L

Form

RFP Attachment Number

- Charitable Contributions Certification

8M

11. Acceptance of Terms and Conditions

Section 8 of the proposal, “**Acceptance of Terms and Conditions**” shall consist of a duly signed **Attachment 8Q**, indicating the proposer’s acceptance of the terms and conditions specified in this RFP and any addenda thereto.

12. Contract References

Section 9 of the proposal, “**Prospective Contractor References**”, shall consist of the following filled out forms for proposer (all consortium members if proposer is a consortium):

Form

RFP Attachment Number

- Prospective Contractor List of References
- Prospective Contractor List of Contracts
- Prospective Contractor List of Terminated Contracts

8B

8C

8D

The proposer may use additional sheets if necessary.

13. Additional Information

Section 10 of the proposal, “Additional Information” shall include any other data the proposer deems essential to the evaluation of the proposal. This has specific reference to the following types of data:

- a. Standard sales brochures, promotional, and pictorial material.
- b. Generalized narrative of a non-specific nature.
- c. Letters of references or specific endorsements.
- d. Any financial, legal, or other problem that may affect proposer’s performance of the services described in the proposal, or create any possible conflict of interest with the endeavor.

If there is no Additional Information, this section shall consist of the signed and dated statement, “*We wish to present no Additional Information.*”

14. Identification of Person Writing Proposal

Section 11 of the proposal, “Identification of Person Writing Proposal,” shall consist of a completed and signed **Attachment 9** by proposer’s appropriate person.

C. Submission of Proposals

Proposers shall submit one ORIGINAL proposal, nine (9) copies and a PDF copy of the proposal on CD or DVD.

The ORIGINAL proposal shall be clearly identified as the ORIGINAL and, to the extent possible, shall contain original documents and completed forms, letters, affirmations, statements, declarations, etc., with **original signatures in blue ink**.

Note: Documents with facsimile signatures are discouraged and will be accepted solely at the discretion of the Director, if it is in the County's best interest. In any event, DPH will require original signatures on all agreement documents filed with the County Board of Supervisors for final approval.

Each of the ten (10) proposal hard copies shall be in three-ring binders and both hard copies and CD/DVD shall be clearly labeled with the RFP title, "COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH - REQUEST FOR PROPOSALS FOR CALIFORNIA WORK OPPORTUNITIES AND RESPONSIBILITY TO KIDS SUBSTANCE ABUSE TREATMENT PROGRAM". The name of the proposer's organization name (or the lead applicant agency's name if applying on behalf of a consortium) must be on the front exterior cover of the binders and on the label of the CD/DVD.

All ten (10) proposal hard copies in their individual three-ring binders together with the CD/DVD contained in a secure envelope, shall be placed in plain sturdy cardboard boxes with lids with the ORIGINAL proposal readily accessible. Boxes must be of uniform size that can be easily stacked, handled, and lifted. All boxes shall be clearly labeled with the RFP proposal title and organization's name.

PLEASE IDENTIFY THE BOX WHICH CONTAINS THE ORIGINAL PROPOSAL. IT IS STRONGLY RECOMMENDED THAT ALL PROPOSAL BOXES BE HAND DELIVERED BY PROPOSER'S STAFF OR BY A COURIER SERVICE. ALL PROPOSAL BOXES ARE TO BE DELIVERED TO THE FOLLOWING ADDRESS:

County of Los Angeles - Department of Public Health
Substance Abuse Prevention and Control
Contract Development and Processing Division
1000 South Fremont Avenue
Building A-9 East, 3rd Floor Reception Area
Alhambra, California 91803

ALL PROPOSALS MUST BE RECEIVED BY THE FOLLOWING DEADLINE:

3:00 P.M. PACIFIC STANDARD TIME- November 8, 2010

THIS IS A FIRM DEADLINE. ANY PROPOSAL RECEIVED BY THE DEPARTMENT OF PUBLIC HEALTH AFTER THIS DEADLINE WILL NOT BE CONSIDERED FOR EVALUATION, UNLESS THE DIRECTOR DETERMINES ACCEPTANCE AND CONSIDERATION OF THE PROPOSAL IS IN THE COUNTY'S BEST INTEREST.

VIII. PROPOSAL CONDITIONS

All proposals submitted in response to this RFP shall especially acknowledge proposer's advance willingness to meet the requirements of a number of standard proposal conditions and contract provisions that will be part of any agreement awarded as a result of this RFP competitive selection process. Failure of proposer to specifically acknowledge his/her willingness to meet the requirements of such provisions by completion of the forms provided herein, may be grounds for rejection of proposer's proposal, the determination of which shall be at the sole discretion of Director. The standard proposal and contract provisions a proposer must acknowledge his/her willingness to meet the requirements of, include but are not limited to, the following:

A. County Rights and Responsibilities

The County has the right to amend the RFP by written addendum. The County is responsible only for that which is expressly stated in the RFP and any authorized written addenda thereto. Such addendum shall be made available to each person or organization which the County records indicate has received this RFP and posted in the SAPC website, <http://publichealth.lacounty.gov/sapc/> and County website, <http://www.lacounty.info/wps/portal/lac>. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the Proposal not being considered, as determined in the sole discretion of the County.

The County is not responsible for representations made by any of its officers or employees prior to the execution of the Contract unless such understanding or representation is included in the Contract.

B. Contact with County Personnel

All contact regarding this RFP or any matter relating thereto must be in writing and may be mailed, e-mailed, or faxed as follows:

Mr. Gary Izumi, Chief
Contract Development and Processing Division
Substance Abuse Prevention and Control
1000 South Fremont Avenue, Building A-9 East, Third Floor
Alhambra, California 91803

C. Notification to County of Pending Acquisitions/Mergers by Proposing Company

Proposer shall notify the County of any pending acquisitions/mergers of their company/ organization. This information shall be provided by the Proposer in Section 3 of the proposal, to include a duly completed **Attachment 8A, Proposer's Organization Questionnaire/Affidavit**. Failure by the Proposer to provide this information may eliminate its proposal from any further consideration.

D. Final Contract Award by County Board of Supervisors

Notwithstanding any decision by the Director to recommend the award of a contract to any Proposer, the County Board of Supervisors retains the right to exercise its independent judgment and discretion concerning the final selection of a proposal and the terms and conditions of any resultant contract(s), and to determine which proposal best serves the interest of the County. The Board of Supervisors is the ultimate decision making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.

E. Mandatory Requirement to Register on County's WebVen

Prior to contract award, all potential Contractors must register in the County's WebVen. The WebVen contains the Vendor's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the internet by accessing the County's homepage at <http://camisvr.co.la.ca.us/webven/>.

F. Firm Offer

All proposals shall be firm and final offers and may not be withdrawn for a period of one hundred eighty (180) days following the final proposal submission date.

G. County Option to Reject Proposals

The County may, at its sole discretion, reject any or all proposals submitted in response to this RFP. The County shall not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal. The County reserves the right to waive inconsequential disparities in a submitted proposal.

H. Protest Policy Review Process

Under Board policy No. 5.055 (Services Contract Solicitation Protest), any prospective Proposer may request a review of the requirements under a solicitation for a Board-approved services contract. Additionally, any actual Proposer may request a review of a disqualification or of a proposed contract award under such a solicitation, as described respectively in the paragraphs below. Under any such review, it is the responsibility of the Proposer challenging the decision of a County Department to demonstrate that the Department committed a sufficiently material error in the solicitation process to justify invalidation of a solicitation or a proposed contract award, as the case may be.

Throughout the review process, the County has no obligation to delay or otherwise postpone an award of contract based on a Proposer protest. In all cases, the County reserves the right to make an award when it is determined to be in the best interest of the County of Los Angeles to do so.

Grounds for Review

Unless state or federal statutes or regulations otherwise provide, the grounds for review of a solicitation for a Board-approved services contract provided for under Board Policy No. 5.055 are limited to the following:

- Solicitation Requirements Review
- Disqualified Proposal Review
- Proposed Contractor Selection Review

I. Inquiries, Investigations, Background Checks

The Director reserves the right to make inquiries into the operational and financial capacity and responsibility of a proposer. The failure of a proposer to promptly supply information in connection with such inquiry, including, but not limited to, information regarding current and past performance, financial stability, labor or payroll violations, professional citations, incidents or charges of malpractice, and the ability to provide emergency ambulance transportation services in a timely manner, may be grounds for rejection of the proposal at the sole discretion of Director. By submitting

a proposal in response to this RFP, the proposer acknowledges that it gives the Director investigative authority to verify and confirm any and all related information, credentials, resources, and references listed in the proposal.

Similarly, background and security investigations of Contractor's staff may be required at the discretion of the County as a condition of beginning and continuing work under any resulting Contract. The cost of background checks is the responsibility of the Contractor

J. Acceptance of Terms and Conditions

Proposer understands and agrees that submission of a proposal will constitute acknowledgment and acceptance of, and a willingness to comply with, all of the terms, conditions, and criteria contained in this RFP and any addenda thereto, as evidenced by the proposer's **signed and dated Attachment 8Q**.

Proposers are encouraged to carefully review **Exhibit I, Sample Agreement, Exhibit IA, Additional Provisions**, and all service exhibits for alcohol and drug services for which proposer is submitting a proposal, since many of its provisions will be included in the contract(s) that may be awarded as a result of this RFP. However, please note that the draft contract language specified in the Sample Agreement is subject to change, and that not all clauses and provisions included may be used, and other contract provisions that do not currently appear may be included in the final contract.

Proposers are not required to sign the Sample Agreement at this time. This document is provided for the proposer's information only. Proposers who are recommended to provide services as a result of this RFP process will be required to sign the final version of the formal contract document upon completion of the contract negotiation process.

K. Truth and Accuracy of Representations

False, misleadingly incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be in the Director's sole judgment and his/her judgment shall be final.

L. Notice to Proposers Regarding the Public Records Act

Responses to this RFP shall become the exclusive property of the County. Absent extraordinary circumstances, at such time as (a) with respect to the recommended Proposer's proposal, the Department completes contract negotiations and obtains a letter from an authorized office of the recommended Proposer that the negotiated contract is a firm offer of the recommended Proposer, which shall not be revoked by the recommended Proposer pending the Department's completion of the process under Board Policy No. 5.055 and approval by the Board, and (b) with respect to each Proposer requesting a County Review Panel, the County Review Panel convenes as a result of such Proposer's request, and (c) with respect to all other Proposers, Department recommends the recommended Proposer(s) to the Board and such recommendation appears on the Board agenda, proposals submitted in response to this RFP become a matter of public record, with the exception of those parts of each proposal which are justifiably defined as business or trade secrets, and, if by the Proposer, plainly marked as "Trade Secret", "Confidential", or "Proprietary".

The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. **A blanket statement of confidentiality or the marking of each page of the proposal as confidential shall not be deemed sufficient notice of exception. The Proposers must specifically label only those provisions of their respective proposal which are “Trade Secrets”, “Confidential”, or “Proprietary” in nature.**

M. Indemnification and Insurance

Contractor shall be required to comply with the indemnification provisions contained in **Exhibit I, Sample Agreement**. The Contractor shall procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in **Exhibit I, Sample Agreement**.

N. Gratuities

It is improper for any County officer, employee, or agent to solicit consideration, in any form, from a proposer with the implication, suggestion, or statement that the proposer's provision of the consideration may secure more favorable treatment for the proposer in the selection of a proposal or in the award of the contract or that the proposer's failure to provide such consideration may negatively affect the County's consideration of the proposer's submission. A proposer shall not offer or give, either directly or through an intermediary, consideration, in any form, to a County officer, employee, or agent for the purpose of securing a favorable treatment with respect to the award of the contract.

A proposer shall immediately report any attempt by a County officer, employee, or agent to solicit such improper consideration. The report shall be made either to the County Manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861. Failure to report such a solicitation may result in the proposer's submission being eliminated from consideration.

Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

O. Notice to Proposers Regarding the County Lobbyist Ordinance

The Board of Supervisors of the County of Los Angeles has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the “Lobbyist Ordinance,” defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in Los Angeles County Code Chapter 2.160. In effect, each person, corporation, or other entity that seeks a County permit, license, franchise, or contract must certify compliance with the ordinance. As part of this solicitation process, it is the responsibility of each proposer to review the ordinance independently as the text of said ordinance is not contained within this RFP. Thereafter, each person, corporation, or other entity submitting a response to this RFP, must certify that each County lobbyist, as defined by County Code Section 2.160.010, retained by the Proposer is in full compliance with Chapter 2.160 of the Los Angeles County Code and each such County Lobbyist is **not** on the Executive Office's List of Terminated Registered Lobbyists by completing and submitting the **Familiarity with the County Lobbyist Ordinance Certification, Attachment 8F**.

P. Federal Earned Income Credit

The Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015. Reference **Exhibit IX** of this RFP.

Q. Proposer's Willingness to Consider County Employees for Employment

If proposer is selected for a contract, and should proposer require additional or replacement personnel after the effective date of the contract to perform the services set forth therein, proposer shall give first consideration for such employment openings to qualified permanent County employees who are targeted for layoff or qualified former County employees who are on a reemployment list during the life of the contract.

R. Consideration of Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs' Participants for Employment

As a threshold requirement for consideration for contract award, Proposers shall demonstrate a proven record of hiring GAIN and GROW participants or shall attest to a willingness to consider GAIN and GROW participants for any future employment opening if they meet the minimum qualifications for that opening. Additionally, proposers shall attest to a willingness to provide employed GAIN and GROW participants access to the proposers' employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities. Proposers who are unable to meet this requirement shall not be considered for a contract award. Proposers shall complete and return the form, **Attestation of Willingness to Consider GAIN/GROW Participants, Attachment 8I**, along with their proposal.

S. County's Quality Assurance Plan

The County or its agent will evaluate proposer's performance under any resultant agreement on not less than an annual basis. Such evaluation will include assessing compliance with all contract terms and performance standards. Deficiencies which the County determines are severe or continuing and that may place performance of the agreement in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by the County and the contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate the agreement or impose other penalties as specified in the agreement.

T. Proposer's Adherence to County's Child Support Compliance Program

Proposers shall: 1) fully comply with all applicable State and Federal reporting requirements relating to employment reporting for its employees; and 2) comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain compliance during the term of any contract that may be awarded pursuant to this solicitation. Failure to comply may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant Contractor (County Code Chapter 2.202).

U. Proposer's Exclusion from Participation in a Federally Funded Health Care Program

The proposer is required by this RFP process to complete and sign the **Federally Funded Health Care Program Affidavit, Attachment 8P**, certifying that neither the proposer nor any of its staff members are currently barred from participation in a Federally funded health care program. If the proposer cannot execute this form because it or one or more of its staff members is barred from participation in a Federally funded health care program, the proposer shall submit a statement, also labeled **Federally Funded Health Care Program Affidavit**, reflecting all of the details of such debarment action. The Director will then consult with County Counsel to determine whether any such debarment is grounds for the proposer's elimination from this RFP process.

V. Determination of Proposer Responsibility

1. A responsible proposer is a proposer who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible contractors.
2. Proposers are hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may determine whether the proposer is responsible based on a review of the proposer's performance under any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by the proposer against public entities. Labor law violations which are the fault of subcontractors and of which the proposer had no knowledge shall not be the basis of a determination that the proposer is not responsible.
3. The County may declare a proposer to be non-responsible for purposes of this selection process if the Board of Supervisors, in its discretion, finds that the proposer has done any of the following: (1) committed any act or omission which negatively reflects on the proposer's quality, fitness, or capacity to perform a contract with the County or a contract with any other public entity, or engaged in a pattern or practice which negatively reflects on same, (2) committed an act or omission which indicates a lack of business integrity or business honesty, or (3) made or submitted a false claim against the County or any other public entity.
4. If there is evidence that the highest ranked proposer(s) may not be responsible, the Director shall notify the proposer(s) in writing of the evidence relating to the proposer's responsibility, and of his or her intention to recommend to the Board of Supervisors that the proposer(s) be found not responsible. The Director shall provide the proposer and/or the proposer's representative with an opportunity to present evidence as to why the proposer should be found to be responsible and to rebut evidence which is the basis for the Director's recommendation. If the proposer fails to avail itself of the opportunity to rebut the Director's evidence, the proposer may be deemed to have waived all rights of appeal.
5. If the proposer presents evidence in rebuttal to the Department, the Department shall evaluate the merits of such evidence, and based on that evaluation make a recommendation to the Board of Supervisors. The final decision concerning the responsibility of the proposer shall reside with the Board of Supervisors.
6. These terms shall also apply to proposed subcontractors / sub consultants of proposers under County contracts.

W. Proposer Debarment

1. The proposer is further hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may debar the proposer from bidding on other County contracts for a specified period of time, not to exceed 3 years, and the County may terminate any or all of the proposer's existing contracts with the County, if the Board of Supervisors finds, in its discretion, that the proposer has done any of the following: (1) violated any term of a contract with the County, (2) committed any act or omission which negatively reflects on the proposer's quality, fitness, or capacity to perform a contract with the County or any other public entity, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.
2. If there is evidence that the highest ranked proposer(s) may be subject to debarment, the Director of DPH shall notify the proposer(s) in writing of the evidence which is the basis for the proposed debarment, and shall advise the proposer(s) of the scheduled date for a debarment hearing before the County's Contractor Hearing Board.
3. The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. The proposer and/or the proposer's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a proposed decision, which shall contain a recommendation regarding whether the proposer should be debarred, and if so, the appropriate length of time of the debarment. If the proposer fails to avail itself of the opportunity to submit evidence to the Contractor Hearing Board, the proposer may be deemed to have waived all rights of appeal.
4. After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.
5. If a Proposer has been debarred for a period longer than five years, that Proposer may, after the debarment has been in effect for at least five years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Proposer has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
6. The Contractor Hearing Board will consider requests for review of a debarment determination only where: (1) the Proposer has been debarred for a period longer than five years; (2) the debarment has been in effect for at least five years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence of the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

7. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
8. These terms shall also apply to proposed subcontractors/ sub consultants of proposers on County contracts.

Attachment 11, Listing of Contractors Debarred in Los Angeles County provides a link to the County's website where there is a listing of Contractors that are currently on the Debarment List for Los Angeles County.

X. Safely Surrendered Baby Law

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is available on the Internet at www.babysafela.org for printing purposes.

Y. SPARTA Program

A County program, known as "SPARTA" (Service Providers, Artisan and Tradesman Activities) may be able to assist potential proposers in obtaining affordable liability insurance. The SPARTA Program is administered by the County's insurance broker, Municipality Insurance Services, Inc. For additional information, a proposer may call (800) 420-0555 or contact them through their web address: www.2sparta.com.

Z. Injury and Illness Prevention Program (IIPP)

Proposer shall be required to comply with the State of California, Occupational Safety and Health Administration's regulations. Section 3203 of Title 8 in the California Code of Regulations requires all California employers to have a written, effective IIPP that addresses hazards pertaining to the particular workplace covered by the program.

AA. Recycled Paper

Proposer shall be required to comply with the County's policy on recycled paper. Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited in County landfills, proposer agrees to use recycled-content paper to the maximum extent possible as specified in the Agreement.

BB. County Policy on Doing Business with Small Business

The following four provisions do not apply to non-profit organizations. These provisions are only applicable to for-profit organizations.

1. Introduction

In evaluating proposals, the County will give preference to businesses that are certified by the County as a Local Small Business Enterprise (Local SBE), consistent with Chapter 2.204 of the Los Angeles County Code. A Certified Local SBE is a business: 1) certified by the State of California as a small business enterprise; 2) having its principal office currently located in Los Angeles County for a period of at least the past 12 months; and 3) certified by Office of Affirmative Action Compliance as meeting the requirements set forth in 1 and 2 above.

2. Certification of a Small Business

To apply for certification as a Local SBE, companies may register at the Office of Affirmative Action Compliance's website at: <http://oaac.co.la.ca.us>

3. Request for SBE Preference

Certified Local SBEs must request the Local SBE Preference in their solicitation responses using **Attachment 8G, Request for Local SBE Preference Program Consideration and CBE Organization/Firm Information Form** and may not request the preference unless the certification process has been completed and certification affirmed. County must verify Local SBE certification prior to applying the preference. Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified Local SBE.

4. State of California Small Business Enterprise Certification

Information about the State's small business enterprise certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department Office of Small Business Certification and DVBE services website at: <http://www.pd.dgs.ca.gov/smbus/default>.

CC. Jury Service Program

The prospective contract is subject to the requirements of the County's Contractor Employee Jury Service Ordinance ("Jury Service Program") (Los Angeles County Code, Chapter 2.203). Prospective Contractors should carefully read the **Jury Service Ordinance, Exhibit VI**, and the pertinent jury service provisions of the **Sample Agreement, Exhibit I**, both of which are incorporated by reference into and made a part of this RFP. The Jury Service Program applies to both Contractors and their Subcontractors.

Proposals that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

1. The Jury Service Program requires Contractors and their Subcontractors to have and adhere to a written policy that provides that its employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the employee's regular pay the fees received for jury service. For purposes of the Jury Service Program, "employee" means any California resident who is a full-time employee of a Contractor and "full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined

by the County, or 2) the Contractor has a long-standing practice that defines the lesser number of hours as full-time. Therefore, the Jury Service Program applies to all of a Contractor's full-time California employees, even those not working specifically on the County project. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program.

2. There are two ways in which a Contractor might not be subject to the Jury Service Program. The first is if the Contractor does not fall within the Jury Service Program's definition of "Contractor". The Jury Service Program defines "Contractor" to mean a person, partnership, corporation or other entity which has a contract with the County or a Subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. The second is if the Contractor meets one of the two exceptions to the Jury Service Program. The first exception concerns small businesses and applies to Contractors that have 1) ten or fewer employees; and, 2) annual gross revenues in the preceding twelve months which, if added to the annual amount of this Contract is less than \$500,000, and, 3) is not an "affiliate or subsidiary of a business dominant in its field of operation". The second exception applies to Contractors that possess a collective bargaining agreement that expressly supersedes the provisions of the Jury Service Program. The Contractor is subject to any provision of the Jury Service Program not expressly superseded by the collective bargaining agreement.
3. If a Contractor does not fall within the Jury Service Program's definition of "Contractor" or if it meets any of the exceptions to the Jury Service Program, then the Contractor must so indicate in the Certification Form and Application for Exception, Exhibit 10 in Appendix D - Required Forms, and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing the Contractor's application, the County will determine, in its sole discretion, whether the Contractor falls within the definition of Contractor or meets any of the exceptions to the Jury Service Program. The County's decision will be final.

DD. Local Small Business Enterprise Preference Program

1. The County will give Local SBE preference during the solicitation process to businesses that meet the definition of a Local Small Business Enterprise (Local SBE), consistent with Chapter 2.204.030C.1 of the Los Angeles County Code. A Local SBE is defined as: 1) A business certified by the State of California as a small business and 2) has had its principal office located in Los Angeles County for at least one year. The business must be certified by the Office of Affirmative Action Compliance as meeting the requirements set forth in 1 and 2 above prior to requesting the Local SBE Preference in a solicitation.
2. To apply for certification as a Local SBE, businesses may register at the Office of Affirmative Action Compliance's web-site at:

<http://oaac.co.la.ca.us/contract/sbemain.html>
3. Certified Local SBEs must request the SBE Preference in their solicitation responses and may not request the preference unless the certification process has been completed and certification affirmed. Businesses must attach the Local SBE Certification Letter to the Required Form - Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form - Exhibit 7 in Appendix D - Required Forms with their proposal. Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified Local SBE.

4. Information about the State's small business enterprise certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Small Business Certification and Resources Web site at <http://www.pd.dgs.ca.gov/smbus/default>.

EE. Local Small Business Enterprise (SBE) Prompt Payment Program

It is the intent of the County that Certified Local SBEs receive prompt payment for services they provide to County Departments. Prompt payment is defined as 15 calendar days after receipt of an undisputed invoice.

FF. Notification to County of Pending Acquisitions/Mergers By Proposing Company

The Proposer shall notify the County of any pending acquisitions/mergers of their company. This information shall be provided by the Proposer on **Attachment 8A, Proposer's Organization Questionnaire/Affidavit**. Failure of the Proposer to provide this information may eliminate its proposal from any further consideration.

GG. Transitional Job Opportunities Preference Program

1. In evaluating proposals, the County will give preference to businesses that are certified by the County as Transitional Job Opportunity vendors, consistent with Chapter 2.205 of the Los Angeles County Code. A Certified Transitional Job Opportunity vendor is, and has been such for three (3) years, an entity: 1) that is a non-profit organization recognized as tax exempt pursuant to section 501 (c) (3) of the Internal Revenue Services Code; set forth, under penalty of perjury, such information as requested by the County on either electronic or hard copy forms, along with their application form and three most recent annual tax returns to the Department with their proposal response to the contracting solicitation for which they are competing; 2) has been in operation for at least one year providing transitional job and the related supportive services to program participants; and 3) provide a profile of their program with a description of their program components designed to assist program participants, number of past program participants, and any other information requested by a contracting Department.
2. Transitional Job Opportunities vendors must request the preference in their solicitation response and may not receive the preference until their certification has been affirmed by the applicable Department. County must verify the Transitional Job Opportunity vendor certification prior to applying the preference. Sanctions and financial penalties may apply to a Proposer that knowingly and with intent to defraud seeks to obtain or maintain certification as a Transitional Job Opportunities vendor.
3. To request the Transitional Job Opportunities Preference, Proposer must complete the **Transitional Job Opportunities Preference Application, Attachment 8N** and submit this application along with all supporting documentation with their proposal.

HH. Defaulted Property Tax Reduction Program

1. The prospective contract is subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program") (Los Angeles County Code, Chapter 2.206). Prospective Contractors should carefully read the **Defaulted Property Tax Reduction Program, Exhibit VII**, and the pertinent provisions of the **Sample Agreement, Exhibit I**, both of which are incorporated by reference into and made a part of this RFP. The Defaulted Tax Program applies to both Contractors and their Subcontractors.
2. Proposers shall be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and shall maintain compliance during the term of any contract that may be awarded pursuant to this RFP or shall certify that they are exempt from the Defaulted Tax Program by completing **Certification of Compliance with the County's Defaulted Property Tax Reduction Program, Attachment 80**. Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant contractor (Los Angeles County Code, Chapter 2.202).
3. Proposals that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.

II. Proposer's Charitable Contributions Compliance

1. California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act must register. The 2004 Nonprofit Integrity Act (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. New rules cover California public benefit corporations, unincorporated associations, and trustee entities and may include similar foreign corporations doing business or holding property in California. Key Nonprofit Integrity Act requirements affect executive compensation, fund-raising practices and documentation. Charities with over \$2 million of revenues (excluding funds that must be accounted for to a governmental entity) have new audit requirements.
2. All prospective contractors must determine if they receive or raise charitable contributions which subject them to the Charitable Purposes Act and complete the Charitable Contributions Certification, Exhibit 20 as set forth in Appendix D - Required Forms. A completed Exhibit 20 is a required part of any agreement with the County.
3. In Exhibit 20, prospective contractors certify either that:
 - they have determined that they do not now receive or raise charitable contributions regulated under the California Charitable Purposes Act, (including the Nonprofit Integrity Act) but will comply if they become subject to coverage of those laws during the term of a County agreement,

- OR -

 - they are currently complying with their obligations under the Charitable Purposes Act, attaching a copy of their most recent filing with the Registry of Charitable Trusts.
4. Prospective County contractors that do not complete Exhibit 20 as part of the solicitation process may, in the County's sole discretion, be disqualified from contract award. A County contractor

that fails to comply with its obligations under the Charitable Purposes Act is subject to either contract termination or debarment proceedings or both. (County Code Chapter 2.202)

For provisions not listed or not covered by a specific form name hereinabove, proposer agrees that proposer's willingness to meet the requirements of such provisions shall be acknowledged by proposer's completion of an "Acceptance of Terms and Conditions Affirmation" form, **Attachment 8Q**.

IX. EVALUATION AND SELECTION

A. The Process

The County reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP, to review for truthfulness and accuracy any or all information included in the proposal, and to review and request clarifying or additional information at any time during the RFP process in order to evaluate and recommend the most advantageous proposal to provide the required services. The evaluation process will begin after the submission deadline as specified in **Section I, RFP TIMETABLE** and **Section VIII, PROPOSAL PREPARATION AND SUBMISSION** of this RFP.

IMPORTANT NOTE: The County reserves the right to disqualify from this solicitation or disbar from future solicitations, a proposer whose proposal is found to contain false, misleadingly incomplete, or deceptively unresponsive statements that negatively reflect on the proposer's business integrity or business honesty and its fitness to perform a contract with the County or any public entity.

An Evaluation Committee selected by the Director or his authorized designee will be responsible for evaluating all proposal responses that are submitted in a timely manner.

Proposals will be scored according to the specific criteria listed in this RFP, and evaluated based upon the points assigned to each category, as identified in **Section VII, PROPOSAL PREPARATION AND SUBMISSION** of this RFP.

Final selection of any successful proposers for recommendation to the County Board of Supervisors will be made at the sole discretion of the Director after receiving the recommendations of the Evaluation Committee. Award of any resultant contract(s) will be made by, and at the sole discretion of, the Board of Supervisors. There will be no contract(s) between the County and any selected proposer(s) until execution of contract document(s) by the Board of Supervisors.

The proposal evaluation process shall consist of a Pass/Fail Qualifying Review, a Programmatic Evaluation, and a Financial Status Review. The final scores of the Programmatic and Financial Status Reviews are combined to determine the proposal's overall merit.

1. Pass/Fail Qualifying Review

The Pass/Fail Qualifying Review will consist of a review of Proposer's ability to meet the Minimum Mandatory Requirements to Participate as outlined in Section IV of this RFP. Proposer must indicate compliance by completing **Attachment 3, Minimum Mandatory Requirements to Participate**.

This part of the evaluation is scored on a "Pass" or "Fail" basis. Proposer must "Pass" **each** of the Minimum Mandatory Requirements to Participate in addition to providing the required information as detailed in **Section IV** and **Attachment 3** of this RFP.

Proposals that are assigned a score of “Fail” in the Pass/Fail Qualifying Review shall be deemed unresponsive to the RFP and shall be disqualified from further evaluation.

2. Programmatic Evaluation

An Evaluation Committee for this RFP shall be formed by the Director or his authorized designee and shall consist of individuals who are knowledgeable about outpatient treatment services, day care habilitative services, residential treatment services and residential medical detoxification services. The Evaluation Committee may also include other individuals deemed capable and appropriate for the selection of potential contractors. The Evaluation Committee shall not include potential contractors or persons affiliated with potential contractors responding to this RFP. These Evaluation Committee members *are prohibited* from discussing their reviews until a proposer has been awarded an agreement by the County Board of Supervisors.

Note: To ensure that nothing in a proposer’s proposal is overlooked and that a proposer’s proposal gets complete review and point credit for each evaluation area, it is imperative that the proposer’s responses be organized and placed in the appropriate proposal response section, with cross references to other sections, if appropriate.

3. Financial Status Review

As part of the overall review process, experts in finance will review all financial documentation in order to determine each individual proposer’s financial status (e.g., financial stability) and long-term viability. Included in this financial review will also be the total cost to County (i.e., proposer’s/lead agency’s and consortium member’s total budget and rate charged to County for services). Note that, County will seek to determine the lowest “qualified” charge/bid to prevent any proposer in attempting to submit a low-ball bid. The financial Status Review will be assigned a numerical score that will be factored into the proposal’s overall score. Missing or incomplete information will result in a lower overall score.

B. Final Score

The final evaluation score per proposal is arrived at by adding up the individual scores from the following evaluation components:

Proposer’s Background and Experience

250 maximum points (25%)

- Experience with AOD Treatment & Recovery Services
- Experience with CalWORKs WtW Participants
- Quality of References
- Pending Litigation and/or Judgments

Proposer’s Capabilities

300 maximum points (30%)

- Need Statement
- Treatment/ Recovery Service Site Location
- Expertise with AOD Treatment & Recovery Services
- Expertise with Target Population

Program Design

300 maximum points (30%)

- Objectives and Activities for Consortium
- Projected Total Number of Participants
- Appropriateness of Services Provided
- Staffing
- Evaluation Design
- Project Work Plan
- Agency Linkages

Financial Setup

150 maximum points (15%)

- Proposed Budget
- Financial Stability
- Pricing

The highest possible final score per proposal, representing the sum total of all these component scores, is **1,000 points**.

The scored proposals will be ranked from highest to lowest score and the committee will decide on a specific number of top ranked proposals to consider for the awarding of contracts. This number of top ranked proposals will depend on the number of proposals received for evaluation and the resulting scores from the evaluation process. To illustrate, out of eighty (80) proposals evaluated and scored, the committee decides to select the top 27 ranked proposals. If required, any of the proposers who submitted the top 27 scored proposals may be interviewed to clarify information presented in their RFP proposal response and this may result in adjustment(s) to the ranking of the scored proposals. If the 27th proposer's ranking is adjusted downward as a result of this interview, then the 28th scored proposer will replace the 27th or suitable replacements will be made for proposals that drop out of the top 27, until there are a total of 27 proposers to be awarded contracts."

C. Contract Negotiations

After the proposals have been evaluated and ranked with finality by the Evaluation Committee, and the results of the evaluation are accepted by the Director, Director's designated representatives will commence discussion with the highest ranked proposer(s) to negotiate a contract.

In the event negotiations with the highest ranked proposer(s) do not result in a contract for recommendation to the County's Board of Supervisors, then the Director may, at his/her discretion, reject this proposal and commence negotiations with the next highest ranked proposer(s).

D. Solicitation Requirements Review

Any person or entity may seek a Solicitation Requirements Review by submitting **Attachment 4, Transmittal Form to Request a Solicitation Requirements Review**. A request for a Solicitation Requirements Review may be denied, in the Department's sole discretion, if the request does not satisfy **all** of the following criteria:

1. The request for a Solicitation Requirements Review is made within ten (10) business days from the issuance of this RFP.
2. The request for a Solicitation Requirements Review includes documentation which demonstrates the underlying ability of the person or entity to submit a proposal.

3. The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
4. The request for a Solicitation Requirements Review asserts either that:
 - a. application of the minimum requirements, evaluation criteria, and/or business requirements unfairly disadvantages the person or entity; or
 - b. due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Proposers.

All requests for a Solicitation Requirements Review should be submitted by direct delivery to the Department by U.S. mail and/or facsimile transmission only, by **September 21, 2010**.

The Solicitation Requirements Review shall be completed and the Department's determination shall be provided to the requesting person or entity, in writing, within a reasonable time prior to the proposal due date. Upon response, the County's decision on the Solicitation Requirements Review shall be final.

E. Disqualification Review

A proposal may be disqualified from consideration because a department determined it was a non-responsive proposal at any time during the review/evaluation process. If a department determines that a proposal is disqualified due to non-responsiveness, the Department shall notify the proposer in writing.

Upon receipt of the written determination on non-responsiveness, the proposer may submit a written request for a Disqualification Review within the timeframe specified in the written determination. Requests for a Disqualification Review not submitted by that date will be denied.

A Disqualification Review shall only be granted under the following circumstances:

1. The firm/person requesting a Disqualification Review is a proposer;
2. The request for a Disqualification Review is submitted by the date specified; and,
3. The request for a Disqualification Review asserts that the Department's determination of disqualification due to proposal non-responsiveness was erroneous (e.g. factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.

The Disqualification Review shall be completed and the determination shall be provided to the proposer, in writing, prior to the conclusion of the evaluation process.

F. Proposed Contractor Selection Review

Departmental Debriefing Process

Upon completion of the evaluation, and prior to entering negotiations with the selected proposer, the Department shall notify the remaining proposers in writing that the Department is entering negotiations with another proposer. Upon receipt of the letter, any non-selected proposer may submit a written request for a Debriefing within the time specified in the letter. A Debriefing will not be

provided unless the request is submitted within the timeframe specified.

The purpose of the Debriefing is to compare the requesting proposer's response to the RFP to the evaluation documents. The proposer shall be debriefed only on its own response. Because the contract process has not been completed, responses from other proposers shall not be discussed.

If the proposer is not satisfied with the results of the debriefing, it may, within five (5) business days of the debriefing, request a review on the grounds and in the manner set forth below for a review of the Department's recommendation for contract award.

Proposed Contractor Selection Review

The proposer may submit a written request for a Proposed Contractor Selection Review if it asserts that its bid/proposal should have been determined to be the lowest cost, most responsive and responsible bid or the highest-scored proposal because of one of the following reasons:

- a. The Department materially failed to follow procedures specified in its RFP. This includes:
 - Failure to correctly apply the standards for reviewing the proposal format requirements.
 - Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in the solicitation document.
 - Use of evaluation criteria that were different from the evaluation criteria disclosed in the RFP.
- b. The Department made identifiable mathematical or other errors in evaluating proposals, resulting in the proposer receiving an incorrect score and not being selected as the recommended contractor.
- a. A member of the Evaluation Committee demonstrated bias in the conduct of the evaluation.
- b. Another basis for review as provided by State or federal law.

Upon completing the Proposed Contractor Selection Review, the Department representative shall issue a written decision to the proposer within a reasonable time following receipt of the request for a Proposed Contractor Selection Review, and always before the date the contract award recommendation is to be heard by the Board. If proposer is not satisfied with the results of the Proposed Contractor Selection Review, it may request a review on the grounds and in the manner set forth below for a review by a County Review Panel.

G. County Review Panel Process

If the proposer is not in agreement with the results of the Department's Proposed Contractor Selection Review, the proposer may submit a written request for a review by a County Review Panel.

Upon completion of the Panel's Review, the Panel will forward its report to the Department, which will provide a copy to the proposer.

Protests or objections shall clearly identify this RFP, be clear and specific in meaning, and be typewritten. The response envelope must be correctly addressed and plainly read RFP FOR CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS SUBSTANCE ABUSE TREATMENT - PROTEST/ OBJECTION, in the lower left-hand corner. Protests or objections must be received within the ten (10) business days of a proposer's notification by facsimile/fax or

postmarked mail, whichever occurs first, that the proposer's proposal was not recommended for contract award. Protests or objections must be transmitted, either in person or by mail to the following address:

County of Los Angeles - Department of Public Health
Substance Abuse Prevention and Control
1000 South Fremont Avenue
Building A-9 East, Room 3-002
Alhambra, California 91803
Attention: Wayne Sugita, Chief Deputy Director

Written protests or objections received any time after ten (10) business days, as described above, will be automatically disallowed. For purposes of the protest process, facsimile/fax or Internet (i.e., electronic mail/E-mail) transmissions will not be accepted. **THE COUNTY WILL TAKE NO RESPONSIBILITY FOR THE RECEIPT OR HANDLING OF WRITTEN PROTESTS OR OBJECTIONS WHICH ARE NOT RECEIVED BY THE PERSON INDICATED ABOVE BY THE STATED DEADLINE.**

Proposers will be notified by the Director of the decision on any protest or objection, which is received by the Department in a timely manner. Such notification will explain the basis for the decision. The Director's decision on any protest or objection will be final.

NOTES